

How To Participate in a Transportation Plan

1. Complete an election form to begin pre-tax payroll deductions.
 - a. Up to \$230*/month for parking (*2010 limit).
 - b. Up to \$230**/month for van pooling/transit (**Temporary increase through 12/31/10 due to ARRA.)
2. Complete a "Transportation Plan Reimbursement Form" - attach proof of transportation expenses when applicable.
3. Submit request to Benefits Design Group, Inc.
4. Reimbursements will be processed on a designated check cycle (the same check cycle as your Section 125 plan, if applicable).
5. Employee reimbursements will be paid based upon the account balance and monthly limits.

\$235	parking fees submitted
<u>\$230</u>	account balance and claim payment
\$ 5	excluded as excess to monthly funding limits

Changes to elections must be requested in writing. Changes to payroll deductions are prospective, and MAY NOT be retroactive in nature.

Any amounts remaining in the transportation accounts at the end of the 1st month following the end of the plan will be automatically rolled into the new plan year, unless the employee is terminated. No use-it-or-lose-it law applies, unless employment terminates prior to using the accumulated balance.